

[Company Header/Logo Placeholder]

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Contract Work - [Contractor Full Name]

Dear [Recipient Name],

This letter is to formally verify that [Contractor Full Name] has provided services to [Company Name] as an independent contractor.

According to our records, the period of engagement was as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date or "Present"]
- **Position/Role:** [Contractor Job Title]

During this period, [Contractor Full Name] was not an employee of [Company Name], but performed work under a contract agreement.

If you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]